

# *Golden Leaf Commons*

## **Use Policy**

### **GENERAL INFORMATION**

The Southside Virginia Education Center Board of Directors makes its facilities available for use by groups and organizations on a first-come, first-served basis. Center facilities are available for use by community organizations for functions consistent with the Board's mission. Facilities may be used by non-profit community organizations, governmental agencies, and business/industry partners. Individuals may request the use of campus facilities if consistent with the usage policies set forth in these guidelines. SVEC reserves the right to deny use of its facilities for reasons deemed sufficient by the rental committee.

### **TYPES OF FACILITIES & RESOURCES AVAILABLE**

The banquet hall is a 9,000 square foot open room that can be divided into thirds. The facility is equipped with tables and chairs for banquet seating of 425 (**maximum capacity 450**). There is a catering kitchen attached to the hall available for the renter's use.

### **FACILITIES USE FEES**

- Friday - Saturday - \$550\* for one day
  - Additional day - \$275
- Sunday – Thursday - \$350\* for one day
  - Additional days - \$175/each
- Advance Security Deposit - \$200-\$500
  - Due **10 days prior** to event and must be paid prior to obtaining rental key. (Returned upon completion of conditions listed under Security Deposit Conditions, pg 5)
  - For an event which has any type ticket sales, alcohol or being held as a fundraiser, a \$500.00 security deposit is required.
- Sectional Rentals – Sunday - Thursday (per day)
  - Section #1 (Kitchen) - \$250
  - Section #2 (Center) - \$175
  - Section #3 (South end) - \$175
  - 3 or more days price negotiable

A non-refundable Reservation Fee of ½ of the rental fee will be collected to ensure the scheduling of the facility. The remaining payment will be due no later than **60 days prior** to the first day of rental. This final payment will not be refunded less than 60 days prior to the first day of rental.

**ALL EVENTS ARE TO OVER BY 2:00 A.M.** (which includes clean-up and trash removal).

Rental of the facility includes the following:

54 round tables (60" each)  
16 rectangular tables (8' each)  
450 chairs  
6-40 gallon trash cans with bags  
set-up / clean-up  
use of the catering kitchen facilities (If renting entire facility or Section#1)

## **FACILITY KEY**

One entry key will be provided to user the day of the scheduled event. At the end of the event the rental key should be returned to the Greensville County Sheriff's office.

## **SCHEDULING PROCEDURE**

Official facilities reservations are made through the Secretary of the SVEC Board in the Office of the Greensville County Administrator. Contact information is:

Katherine Howerton or Kim Swenson  
1781 Greensville County Circle  
Emporia, VA 23847  
(434)348-4205  
[goldenleafcommons@gmail.com](mailto:goldenleafcommons@gmail.com)

Once an event is placed on the Boards master schedule, a representative of the user is required to submit a completed Facilities Reservation Form. Forms may be electronically submitted to [GoldenLeafCommons@gmail.com](mailto:GoldenLeafCommons@gmail.com). The Reservation Fee of ½ of the rental fee will be collected to ensure the scheduling of the facility. **Please make checks payable to Greensville County Treasurer and send to the address above.**

Arrangements for any room set-up must be indicated at least **ten (10) working days** prior to the event. The Board may not be able to honor late requests.

In unusual circumstances, cancellation of a scheduled event may be necessary to accommodate an emergency evacuation of residents east of the facility. The cancelled event may be rescheduled as facility availability allows. If other adequate facilities are available, the group may be moved in order to avoid canceling the event.

## **CANCELLATION BY RENTER**

If the rental fee is paid in full and the renter cancels their event more than 61 days prior to the event, ½ of the full rental fee will be refunded. Cancellation less than sixty (60) days prior to an event forfeits all payments.

## **FACILITIES RESERVATION FORM**

The facility may be reserved using the center's Facilities Reservation Form. This form must be completed and signed by a representative of the user group. The completed Facilities Reservation Form must be returned to the secretary of the Southside Virginia Education Center at time of booking.

## **TYPES OF EVENTS AND LIMITATIONS**

SVEC's facilities are available for a variety of events, including receptions, reunions, meetings, workshops and seminars. Activities shall not be discriminatory or abusive of others by reasons of age, sex, religious beliefs, national origin or handicap.

Users are required to conform to the Code of Virginia with respect to all event activities including Virginia Health Department and Alcohol Beverage Control permits. **It is the renter's responsibility to acquire any permits necessary for their event.**

## **DECORATIONS**

Check the rental schedule prior to booking your event.

\*Decorating must be done within the rental period; if you or your decorator need additional days to decorate or break down, you need to rent the additional days. Do not place tables or chairs against the walls of the facility. Either the renter or the decorator must notify the Golden Leaf Commons of any ceiling decorations being provided. **DO NOT ATTACH ANY TYPE OF DECORATIONS ON THE WALLS OF THE FACILITY.**

## **LIABILITY**

Sponsoring individuals and organizations are responsible for the conduct of their guests while in SVEC-managed facilities. Users must agree to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of User and its guests. A statement of insurance covering use of the facility may be required prior to use. SVEC accepts no liability for loss or damage of users' personal property except to the extent such loss was caused by SVEC's negligence or willful misconduct.

## **REFRESHMENTS AND OTHER SERVICES**

Food and refreshments may be served in SVEC facilities. The user group is responsible for providing refreshments, cleanup, placement of trash in containers, and for the cost of the repair of any damaged or soiled furniture, floors or walls. The user group is also responsible for the cleanup of any outdoor areas that are utilized. Board personnel will not assume responsibility for any aspect of food and refreshment service. The user group must provide items such as tablecloths, water pitchers, eating and cooking utensils, glasses, paper products, etc.

## **PARKING**

Ample parking is available around the SVEC Center. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation.

## **SECURITY**

Security may be required at the expense of the client and must be **Board-approved**. If additional services or personnel are required in the opinion of the Board or the request of the client an additional charge for each Security personnel will be assessed. Such charges will be at rates determined by the Board and shall be included in the rental fees payable to the Golden Leaf Commons.

**THIRD PARTY RENTALS** Patrons may not book the Golden Leaf Commons for the purposes of renting to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges for all parties involved.

**RENTER RESPONSIBILITY** The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this rental request, and any damages, which may occur to the Golden Leaf Commons property as a result of the usage covered by this rental request form. The undersigned renter shall be present at all times during the reservation period.

**ALCOHOL** Renter may provide alcohol in the Golden Leaf Commons in strict compliance with all the laws of the State of Virginia. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing.html> Renter must provide a Bartender to serve alcohol to the adult guests. **NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES.** All persons must be able to prove their age to the Bartender if asked. All guests must keep alcoholic beverages in and around the Community Center. No guest may wander in to the grounds, classroom areas and/or parking lot with alcoholic beverages. Any person who cannot act responsibly with alcohol will be told to leave by the Sheriff's Department. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Sheriff's Department. For an event which has any type ticket sales, **alcohol** or being held as a fundraiser, a \$500.00 security deposit is required.

**DRUGS AND OBSCENITIES** Absolutely no drugs of any kind are allowed in the Golden Leaf Commons or on the grounds. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises either by the Security Guard or the Sherriff's Department. **No refund shall be given.**

**TICKETS** No ticket selling, admission charges or donations may be solicited without prior approval from the Golden Leaf Commons Board. **No person may use the Golden Leaf Commons for personal profit.** For an event which has any type **ticket sales**, alcohol or **being held as a fundraiser**, a \$500.00 security deposit is required.

**PYROTECHNICS, OPEN FLAMES, TENTS AND AIR SUPPORTED STRUCTURES** All pyrotechnic displays and open flames (excluding tabletop candles) indoors or outdoors will require permits and approval by the Greenville County Fire Official. Tents and air supported structures with an occupant load greater than 50 persons or with an area greater than 900 square feet will require a permit from the Greenville County Building Inspections Department.

**REQUIRED EXISTS AND EGRESS** All marked exit doors and corridors shall remain clear and free of obstructions during the entire rental period.

## **SECURITY DEPOSIT CONDITIONS**

Thank you for choosing the Golden Leaf Commons for your special event. Please do us the courtesy of leaving the building the way you found it. This includes the following:

**CLEAN UP:** Renter is responsible for cleaning. The County provides garbage cans and garbage bags for the convenience of the Renter. All cleaning supplies can be found in the kitchen area (broom, dust pan, mop & bucket) along with extra toilet paper and trash bags. Renter must complete the following clean up:

- \*Clean off all tables and wipe up any spills.
- \*Mop kitchen floor with Pine Cleaner (if used or has spills).
- \*Clean up any food and/or drink spills on “main floor” (**Water only**).
- \*Carefully take down Decorations.
- \*Kitchen must be cleaned of your supplies.
- \*All food and drinks must be removed from refrigerators and freezers.
- \*Sinks should be cleaned, counters and stovetop wiped.
- \*Dispose of all trash items in the dumpster provided (There are dumpsters located beside the Sheriff's office). Leave empty garbage cans inside the kitchen.
- \*Check/clean restrooms so they are left in the same condition they were at the beginning of the event. (Pick up all paper, empty all trash receptacles, flush all toilets, and turn off all lights.
- \*Check the grounds around the Community Center and parking lot where guests might have dropped cups, cans, and other debris.
- \*Leave the grounds in the condition the renter found them.
- \*All lights must be turned off.
- \*All exterior doors must be tightly shut and locked.
- \*All interior doors must be tightly shut and locked.
- \*Heat/Air units returned to original setting.
- \*Drop the key off at the Sheriff's office.

**Please be aware if the building is not cleaned to the standards above you will forfeit your security deposit.**

## **MAINTENANCE ISSUES**

If an issue arises with the building or facility please call the Greenville County Sheriff's Office at (434) 348-4200 and inform them to have a maintenance person contact you. Please leave your name and a phone number where you can be reached.

# Golden Leaf Commons

## Facilities Reservation Form Use Policy and Security Deposit Agreement

I, the undersigned, have read and understand the rental policies attached. I will adhere to the policies and security deposit conditions throughout my event.

Signature of this form and a non-refundable Reservation Fee of ½ the rental amount will ensure your arrangements.

\_\_\_\_\_  
Party responsible for event

\_\_\_\_\_  
Date

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Organization/Individual: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Purpose/Type of Event: \_\_\_\_\_

**THE BUILDING IS NOT AVAILABLE PRIOR TO 10:00 A.M.** (Special requests may be granted).

Time Needed: Set up/clean up \_\_\_\_\_(am/pm) to \_\_\_\_\_(am/pm)

Actual hours of Event: \_\_\_\_\_(am/pm) to \_\_\_\_\_(am/pm)

Estimated Number of Participants: \_\_\_\_\_

\*Ticket Sales: \_\_\_\_\_ NO \_\_\_\_\_ Yes (Advance Sales only) \*see notes pgs. 1 & 4

\*Alcohol: \_\_\_\_\_ No \_\_\_\_\_ Yes \*see notes pgs. 1 & 4

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

For questions contact Katherine Howerton or Kim Swenson, 434-348-4205

[GoldenLeafCommons@gmail.com](mailto:GoldenLeafCommons@gmail.com)

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Weekday Use \_\_\_\_\_ Weekend Use \_\_\_\_\_ Extra Day(s) \_\_\_\_\_

Total Amount Owed \$ \_\_\_\_\_ \* Includes \$100 set up/cleanup fee

½ Rental Fee      Paid \$ \_\_\_\_\_      Date \_\_\_\_\_      Staff Initial \_\_\_\_\_

Remaining Balance	Paid \$	_____	Date	_____	Staff Initial	_____
Security Deposit	Paid \$	_____	Date	_____	Staff Initial	_____

**Southside Virginia Education Center**  
*Golden Leaf Commons*

## **Liability Release Agreement**

LIABILITY RELEASE AGREEMENT FOR: \_\_\_\_\_

herein known as “the user”.

In consideration thereof, it is understood and agreed that the user will indemnify and save harmless the Greensville County Industrial Development Authority, its agents and employees from any and all liability, claims, expenses, costs, and attorney’s fees caused directly or by it’s negligent use of the center’s facilities.

It is further understood that the IDA Board shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the center’s facilities, except to the extent caused by the IDA’s negligence or willful misconduct.

The user agrees to leave the center’s facilities and/or grounds in the same condition that existed prior to their use.

Seen and Agreed:

\_\_\_\_\_

\_\_\_\_\_



Signature on Behalf of the User

Date